MURRAY CITY CORPORATION

JOB DESCRIPTION

Title: **COMPUTER INSTRUCTOR   P/T**
Department: Heritage Center
Class Code: 9475
FLSA Status: Non-Exempt
Effective Date: February 5, 1998

GENERAL PURPOSE

Under supervision from the Heritage Center Director, teaches various computer classes to Center participants.

EXAMPLE OF DUTIES

*-- Designs and teaches various computer courses for senior adults. Creates course outlines and writes instruction and review handouts for each of the different course.

*-- Prepares the room and the computers for use before each class; attends to the proper shut-down of computers after classes.

*-- Assures that the computer equipment is properly used.

*-- Trains and supervises volunteer facilitators.

*-- Supervises use of computer equipment during lab hours.

-- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

-- Graduation from high school plus two (2) to three (3) years experience working with PC's in Windows environment, to include word processing, desk top, spreadsheets and Internet or any equivalent combination of education and experience.

Special Requirements

-- None.

Necessary Knowledge, Skills and Abilities

-- Extensive knowledge and skills about PC's including Windows operating systems, word processing programs, desk top publishing, spreadsheets and other programs.

-- Some knowledge about computer hardware including installation and operation of CD-ROM's modems, printers, scanners and other peripheral equipment.

-- Some knowledge and skills in using the Internet.

-- Some knowledge of teaching principles.

-- Some knowledge of training and supervision.

-- Some knowledge about older adults.

WORK ENVIRONMENT

-- This position requires light physical effort. It may include frequent lifting of up to ten pounds and occasional lifting of up to 25 pounds. Some bending, stooping and/or lifting will be required. Considerable walking may be involved.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.